

Winneconne Public Library Board of Trustees
Meeting Minutes
Saturday, May 14, 2011

Meeting called to order by President Jody Running at 8:31am

ROLL CALL

Present: Jody Running, Jeff Jensen, Kathy Sasse, Laurel Smaglik, Joey Hoenecke, Andy Boehnlein, Lauren Cottrell

Absent: Harvey Rengstorf, Mary Brefeld

Also Present: Holly Selwitschka, Jean Thyssen, Mark Arend

MINUTES

Motion made by Jensen to approve the minutes from the April 9, 2011 meeting

Second: Sasse

Vote: Unanimous

APRIL 2011 VOUCHERS PAYABLE/FINANCIAL REPORT

Jeff asked what program the Oriental Trading and reimbursement to Kelly Nelson were for. Jean answered that Oriental Trading bill was to pay for the masks for the cultural mask art contest we are running now through kick-off. The supplies Kelly purchased were for the showing of the Royal Wedding in the gallery. Holly mentioned that grant money in the amount of \$200 was received through the Theda Clark employee volunteer program, via her husband, Jason. Jean also mentioned that \$500 was received by the Friends of the Library from Kimberly Clark through a similar program, submitted by her husband.

Motion made by Sasse to approve payment of the April 2011 bills and financial reports.

Second: Jensen

Vote: Unanimous

INTRODUCTION OF NEW MEMBERS

ADVANCE EXPENSES FOR DIRECTOR TRAVEL AND CONVENTION

Holly brought detailed expenses for her trip to Book Expo America in New York May 22-25, as requested by Mary Brefeld at the last meeting. Sasse asked where the funds would be taken from. Holly told Kathy that the funds were currently available in the item line for Travel and Convention. Holly will be able to obtain a grant from Winnefox to attend WLA in October, if necessary, or the board may choose to draw money from the library's checking account for this purpose. Jensen questioned Mark Arend if it was appropriate and legal to approve advance funds for such a purpose; Arend concurred that it is appropriate but didn't know whether other libraries approved similar expenses. Running and Jensen asked Holly to present a formal report on her experiences at BEA during the next board meeting.

Motion by Jensen to approve advance expenses in the amount of \$500 for Holly to attend Book Expo America in New York

Second: Sasse

Vote: Unanimous

CROSSOVER BORROWING

Mark Arend presented background information about crossover borrowing and how it works. When asked about whether or not to bill, Mark informed the library board that there is a handshake agreement with Outagamie and Waupaca county libraries that they will not bill us if we do not bill them, so he asked that we respect that bargain by not billing those counties. Jensen asked if there were similar agreements with other counties. Discussion continued. Holly recommended that the library board bill Waushara County for the amount stated on the sheet.

Motion by Jensen to bill only Waushara County for crossover borrowing in the amount of \$266 and to ask Winnefox staff to process the transaction.

Second: Sasse

Vote: Unanimous

Mark Arend asked if there were any other questions the board had for him that he could answer about Winnefox. Jensen asked about a library leaving the system and what the effects of that could be. Arend shared the information he had about Fond du Lac leaving the Winnefox Library system and explained that the main conflict with Fond du Lac is a fundamental difference in funding philosophies: FDL director Ken Hall believes that Winnefox should be supported heavily by state funding; whereas, Winnefox management believes that relying more on local support is a safer option for Winnefox. Arend provided an example in which, had library systems received state cuts at the worst case level, many systems would have lost their ability to host a shared automation system, which is the core service that systems provide – yet Winnefox would have been able to maintain that service because a smaller portion of their support for automation relies on state funds. Arend told the board that directors were asked for input on some options for cutting services, but Winnefox staff are trying to find creative ways to cut back without having a drastic effect on services to member libraries, while still trying to cut WALs fees in 2012 by 10%. There will be a director meeting on May 31. Holly will update the board on this issue at the next library board meeting.

PUBLIC PARTICIPATION

None

RECOGNITION OF OUTGOING BOARD MEMBERS

Neither Sue Davies nor Andy Beiser were in attendance at the meeting. Holly passed around a card for the board members to sign and showed them autographed books that she had purchased for outgoing board members as appreciation gifts.

DISCUSSION OF YOUTH MEMBERS

Holly introduced Lauren Cottrell to the library board. She said that Lauren was interested in becoming a youth member of the board and currently also serves on Beautification. According to Steve, there is no limit on how many youth members may serve on the board, so if the board allows, both Andy Boehnlein and Lauren may serve on the board. Running welcomed Cottrell to the library board.

ELECTIONS OF LIBRARY BOARD OFFICERS

Jensen nominated Running for Library Board President

Second: Sasse

Vote: Unanimous

Running nominated Jensen for Library Board Vice-President

Second: Sasse

Vote: Unanimous

DIRECTORS REPORT

Personnel – Holly informed the board that there will be a shortage of staff again this summer, so she will need to hire a temporary fill-in again. Discussion followed.

Programs –Holly recounted the Friends of the Library Annual Meeting and Volunteer Reception that the staff hosted on Thursday evening. There were at least 20 people in attendance and the Friends group voted in new officers: President Cheryl Baker replaces Mary Wegner, Vice-President Anne Burr, Treasurer Kris Kiesow replaces Marge Eid, and Secretary Kathy Grace replaces Karen Hermann. The ladies were looking to resign from their positions but had said they would still be active in guiding the new officers in their jobs over the next year. In addition, Marge Eid requested the Friends consider purchasing a new copy machine for the library and gave Holly at budget of \$2,000 to work with.

Policies – Holly presented a very general policy on library services. She said that more specific details on services offered can be outlined on the website. Jensen asked that Holly make getting the website done a priority and set a launch deadline for the next board meeting. The other board members concurred that they would like to see that happen within that time frame. Holly agreed to make it a priority.

Motion by Jensen to approve the Winneconne Public Library Services Policy.

Second: Smaglik

Vote: Unanimous

Village Board Meeting – Holly reported that at the last Village board meeting, the committee members were approved.

Department Heads – Holly reported that the carryovers had been approved and Steve consented that the auditors had confirmed the availability of the funds, so Holly will be able to spend the carryovers in May to purchase the second circulation station and second half of the new book shelf.

Strategic Planning Update – Holly handed out the notes from the SWOT meetings that were held in April. She reminded the board that the next meeting would be held on Monday, May 16 from 6:30-7:30. That should be the last meeting for strategic planning this year, as the participants will come up with goals for the plan that will be presented to the board for approval at the June meeting.

ITEMS FOR NEXT MEETING AGENDA

Update on Winnefox

New Policy

Approve the Strategic Plan

Holly's report on Book Expo America

Closed Session to discuss an employment agreement for Holly

CLOSED SESSION

Motion was made by Jensen to enter into Closed Session per WI State Statues Section 19.85(1) (C) to discuss personnel matters.

Seconded by Sasse.

Roll Call led by Jean Thyssen

Vote: Running	Yes
Jensen	Yes
Hoenecke	Yes
Smaglik	Yes
Sasse	Yes

The board entered closed session at 9:46 am.

Motion made by Hoenecke to re-enter open session at 10:04 am.

Seconded by Smaglik.

Vote: Running	Yes
Jensen	Yes
Hoenecke	Yes
Smaglik	Yes
Sasse	Yes

Motion by Jensen to approve hiring temporary staff for June, July, and August as needed to work.

Second: Sasse

Vote: All

Next Meeting date is set for June 14, 2011 at 6pm

Motion made by Jensen to adjourn at 10:05 am.

Second: Sasse

Vote: Unanimous